



# WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

## Green Bay Correctional Institution

Date: November 23, 2020

To: GBCI Staff and Persons In Our Care (PIOC)

From: CPS Cummings

Re: RSHU Video Visits

PIOC will be limited to one - 40 minute visit monthly. Scheduling of visits has started since Monday, September 28, 2020. We will evaluate this process as we move forward.

### Procedure

1. Visitors must have previously completed a Visitor Questionnaire (DOC-21AA) and be on your approved visiting list. Prior to the video visit starting the visitor/s will be required to show an approved form of identification. Children or minors will be allowed to visit as long as they are already on your approved visiting list.
2. Everyone will be eligible for this free service.
3. Eligibility will be determined based upon the current status of the PIOC to include disciplinary status restrictions in accordance to WIDOC 303. PIOC on OBS/Control/TLU will not be offered visits.
4. You are responsible for contacting individuals you wish to visit and provide them with the information on how to schedule a visit. The information will also be posted to the public WI DOC website. Visits are scheduled on a first come first serve basis as space is limited.

Visits can be scheduled by emailing the addresses below:

[DOCDAGBCIZoomVisits@wisconsin.gov](mailto:DOCDAGBCIZoomVisits@wisconsin.gov)

**The email address must not contain any spaces or the request will not be received.**

5. Visits will be scheduled every 60 minutes (5:00, 6:00, etc.) but will only be a maximum of 40 minutes in length. This is to allow proper cleaning between visits and to ensure connectivity.
6. Visiting schedule is as follows for PIOC in RSHU status: **MAX of 1 PIOC per hour.**
  - Monday & Tuesday, Thursday & Friday 5:00 PM - 8:40 PM
7. Once your visit has been scheduled. Your visitor will then receive an email confirmation indicating the date, time, and a link how to connect to the visit. Visits are conducted using ZOOM. It is suggested that visitors download the ZOOM app prior to the visit to ensure accessibility. The app can be downloaded on their computer, laptop, cell phone, or tablet.

8. Staff will get you to the Group room for your designated time.

### **Prohibited conduct**

1. **DAI Policy # 309.06.01 – Visiting** is to be adhered to at all times.
2. PIOC are responsible to inform their visitors of all the rules governing their visit. Any violations will result in the termination of the visit and is subject to suspension of visits by the Security Director.
3. Conversation during visits will be held to a normal tone as not to disturb others. Only one warning will be provided in regards to this matter before visiting video session will be terminated.
4. Only those scheduled to attend the visit are permitted to be seen and heard on the video screen.
5. Visitors are not permitted to record the visit.
6. Screenshots/photos taken from ZOOM visits with Person in Our Care, may be allowed after staff review. Incoming screenshots/photos arriving in the mail will be reviewed as outlined in DOC Policy 309.04.01 Inmate Mail. A decision to allow or deny will be made on a case by case basis. If you have questions please confer with staff prior to taking the picture.
7. Visitor attire cannot have any of the following:
  - Exposed undergarments.
  - Clothing with revealing holes, tears, or slits.
  - Clothing or accessories with obscene or profane writing, images or pictures.
  - Gang-related clothing, headwear, shoes, logos, or insignias
  - Transparent/translucent (see-through) clothing.
7. Video visiting will be terminated immediately if there is any suspicion of Illegal activities or any behavior that would be deemed inappropriate in the visiting room setting, or any inappropriate behavior outlined as unacceptable in accordance to DAI Policy - 309.06.01. This includes but is not limited to the following:
  - Sexual acts or nudity
  - Drug and alcohol use during the visit
  - Showing of objects identified as a threat (firearms, weapons, knives, etc.)
  - Inappropriate language
  - Inappropriate location of visitor (bar, night club, etc.)
  - Operating a vehicle during the scheduled visit
  - Adding individuals to the visit after it has started